BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND

AIR FORCE INSTRUCTION 10-404

AIR FORCE SPACE COMMAND
Supplement 1

1 OCTOBER 2004

Operations

BASE SUPPORT AND EXPEDITIONARY SITE
PLANNING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
http://www.e-publishing.af.mil.

OPR: LCRDX (MSgt Judith B. Freshwater)
Supersedes AFI 10-404_AFSPCSUP1, 2 Feb 04.

Certified by: LCR (Col Mitchell P. Slate)
Pages: 11
Distribution: F

The OPR for this supplement is HQ AFSPC/LCRDX (MSgt Judith B. Freshwater). This supplements supersedes AFI 10-404 AFSPCSUP1, 2 Feb 2004 and provides guidance of **Air Force Instruction (AFI) 10-404,** *Base Support and Expeditionary Site Planning.* 9 Mar 2004. The AFI is published word-for-word without editorial review. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC), its subordinate units and Air Force Reserve Command (AFRC) tenant units. This does not pertain to AFSPC-gained AFRC and Air National Guard (ANG) units. Upon receipt of this integrated supplement, discard the Air Force basic publication. The reporting requirements in this publication are exempt from licensing in accordance with AFI 33-324, *The Information Collection and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

SUMMARY OF REVISIONS

This incorporated interim change reflects AFSPC units reporting procedures of limiting factors. It includes Air Staff revision of AFI 10-404 dated 9 Mar 2004 and additions to AFSPC 10-404 Supplement 1, dated 2 February 2004. The term Base Support Plan (BSP) is replaced to In-Garrison Expeditionary Support Plan (IGESP) throughout the supplement. A bar (|) indicates a revision from the previous edition.

1.3. **Processes.** The Base Support/Expeditionary Site Planning (BSP/ESP) process within AFSPC is used to define AFSPC installation capabilities. Information collected in this process can be used for a variety of missions, from throughput to natural disaster response to homeland defense. AFSPC BSP/ESPs form the basis for other installation plans and afford the AFSPC staff an accurate depiction of command installation resources.

1.4.1. **Survey Tool for Employment Planning (STEP).** Initial waiver requests to USAF/ILG will be processed through the AFSPC Base Support and Expeditionary Site Planning functional (HQ AFSPC/

LCRDX). Monthly updates from AFSPC wings to AFSPC/LCRDX will identify get-well dates, temporary work around solutions and resolution actions to close the initial waiver request.

2.3.3. AFSPC installations will forward their BSP/ESP status to HQ AFSPC/LCRDX NLT the 15th of Jan, Apr, Jul and Oct for consolidation into the MAJCOM Roster. Minimum information required is BSP/ESP Part 1 date, BSP/ESP Part 2 date (if applicable), next activity (e.g. annual review, under revision, new requirement, etc.), and whether or not the Employment Knowledge Base (EKB) is uploaded.

2.3.3.1. (Added) Currently published OPLANS are still valid. These plans identify bases used in a contingency for beddown and as aerial ports. Additionally, given new guidance from Air Staff, in order to effectively support Agile Combat Support any location that is likely to be used in a contingency may be required to prepare a part 2. This allows us greater flexibility at execution.

2.3.4. The AFSPC Base Support and Expeditionary Site Planning functional (AFSPC/LCRDX) is the point of contact for base support and expeditionary site planning and represents the command at the Air Force LOGCAT Functional Review Board (FRB).

2.3.5. Planning information products will be provided by the following AFSPC offices:

2.3.5.1. (Added) AFSPC/XOOD – The WMP is available on the SIPERNET. War & Mobilization Plan (WMP), Air Force-Wide Unit Type Code Availability System (AFWUS) and associated Time Phased Force Deployment Data (TPFDD) products.

2.3.5.2. (Added) AFSPC/LCRDX – War Consumables Distribution Objective (WCDO) and Meals-Ready-To-Eat (MREs), War Plan Additives Requirements Report (WPARR) and Wartime Aircraft Activity Report (WAAR).

2.3.5.3. (Added) AFSPC/LCRP – Vehicle Authorization Listing (VAL).

2.3.5.4. (Added) AFSPC/LCRP – Inventory Management Plan (IMP).

2.3.5.5. (Added) AFSPC/LCRDX. The AFSPC WRMO publishes the WMP-4 (WAA) at least annually to our wings.

2.3.5.6. (Added) AFSPC/CEXI - Provide GeoBase Architecture and Guidance.

2.4.2. **MAJCOM Functional Managers.** Limiting Factors (LIMFAC) issues will be coordinated with AFSPC/LCRDX.

2.4.3. AFSPC/LCRDX is the manager for all contingency site survey requests.

2.6. **Other Air Force Component Command (MAJCOM/NAF in component role) staff Functions.** Coordinate all contingency site surveys through AFSPC/LCRDX NLT 45 days prior to the site survey date.

2.8. **Host Wing/Installation Commander.** Each AFSPC host base support/expeditionary site planning OPR as listed in the table below will be the focal point of all BSP/ESP efforts. Tenant AFSPC organizations and Geographically Separated Units (GSUs) are included in the host Base Support Planning Committee (BSPC) process and must coordinate on the BSP/ESP.

Table 2.1. (Added) AFSPC Base Support Planning OPR Listing

Base	OPR	OPR Level
Peterson AFB, CO	21 LRS/Readiness Flight	Squadron
Vandenberg AFB, CA	30 LRS/Readiness Flight	Squadron
Patrick AFB, FL	45 LRF/Readiness Flight	Flight
Schriever AFB, CO	50 LRF/Readiness Flight	Flight
Los Angeles AFB, CA	61 ABG/Logistics Plans	Group
FE Warren AFB, WY	90 LRS/Readiness Flight	Squadron
Malmstrom AFB, MT	341 LRS/Readiness Flight	Squadron
Buckley AFB, CO	460 LRS/Readiness Flight	Squadron
Minot AFB, ND	91 SW/Logistics Plans	Tenant to 5 BW (ACC)
Thule AB, Greenland	821st ABG/Logistics Plans	Stand Alone GSU to 21 SW
Holloman AFB, NM	4 SPCS/Logistics Plans	Tenant to 49 FW (ACC)

2.9.1.1. (Added) The wing/installation commander identifies in writing to AFSPC/LCRDX the primary and alternate Installation BSP/ESP Program Manager.

2.9.2. Limiting Factors (LIMFACs) will only arise out of BSP/ESP Part 2, which depicts contingency requirements. LIMFACs will be approved by the appropriate installation commander and coordinated through the respective NAF (if applicable) and/or MAJCOM Functional Area Manager as well as the responsible Logistics Functional Area before forwarding to AFSPC/LCRDX. Coordinate through the wing functional experts for their NAF and MAJCOM points of contacts.

2.9.2.1. (Added) Each installation must reallocate resources to alleviate shortfalls or LIMFACs. The redistribution authority rests at the MAJCOM level.

2.9.3. AFSPC wings will forward a copy of the completed BSPC minutes to AFSPC/LCRDX within 30 days of completion.

2.9.4. The BSP/ESP Program Manager is the action officer coordinating the wing/installation commander's approval on an annual basis. Updates can be either a briefing or a staff package and will include, as a minimum, the status of the BSP/ESP, issues with updating the BSP/ESP, LIMFACs, and the status of LOGCAT. This briefing may be conducted during the annual BSPC process.

2.9.6.1. Include all tenant units, irrespective of MAJCOM, in the listing of BSP/ESP functional OPRs.

2.9.7. Submit the LOGCAT User-ID Request Form (located on the HQ Standard Systems Group [SSG] web page) to request/authorize access to the EKB to AFSPC/LCRDX. AFSPC/LCRDX will then create a User-ID and Password and coordinate with SSG and DISA-Montgomery who control access to the EKB. AFSPC units can centralize or decentralize their functional inputs into the EKB.

2.11. **Wing/Base Level Units (Including Tenant Units).** All tenant units on AFSPC installations will develop their respective chapters (if appropriate) and consolidate their inputs IAW AFSPC guidance.

2.11.1. (Added) Units consider the most stringent requirements with respect to DW-coded assets and consider the vulnerabilities of DXX coded UTCs for AEF Deployments. Units will consider capabilities and

limiting factors (LIMFACS) with respect to throughput/beddown activities for transient forces and include in-place mission impacts under all these conditions.

3.1.1. (Added) For contingency in-place requirements, functional experts will use the Air Force-Wide Unit Type Code Availability System (AFWUS), Functional Area Manager Letters, Status of Resources and Training Systems (SORTS), AEF Reporting Tool (ART), Unit Manning Document (UMD), AEF TPFDD Library, and other functional planning data necessary to determine mission breakpoints.

3.1.2. (Added) AFSPC units will review all taskings to include AEF DW_ posturing, In-Place requirements, and capabilities not tied to specific Unit Type Codes (UTCs) affecting overall mission accomplishment. Units must compare taskings, capabilities and formally document total mission shortfalls and limiting factors within the IGESP Part 2. The final IGESP Part 2 must be signed by the respective Wing CC.

3.1.3. (Added) AFSPC units are provided the flexibility to decide on the appropriate snapshot of the AEF TPFDD Library used for IGESPs.

3.3. In-Garrison Expeditionary Site Planning Committee (IGESPC). AFSPC will conduct a BSPC on a semi-annual basis and the wing will determine the scheduled dates.

3.3.2.1. (Added) AFSPC units through the In-Garrison Expeditionary Site Planning Committee (IGESPC) must assess the in-place mission with all respective taskings and determine an IGESP Part 2. The IGESPC must coordinate and document reviews of the unit's ability to perform the in-place mission under wartime conditions. The documented review must be certified by the wing/installation commander. If the documented review reveals an IGESP Part 2 is not necessary - post the certified letter IAW **1.6.** The OPRs to coordinate the IGESPC reviews, IGESP Part 1 and 2s are listed at **Table 2.1. (Added)**

3.3.2.2. (Added) AFSPC units will deconflict requirements competing for resources, validate and prioritize installation LIMFACs that affect force deployment, reception, employment and overall mission accomplishment. Unresolved issues will be reported in an IGESP Part 2.

3.3.2.3. (Added) AFSPC units will report limiting factors of any capabilities affecting the overall in-place mission through an IGESP Part 2. IGESP Part 2 reporting is mandatory for Peterson, Vandenberg, Patrick, and Buckley AFBs.

3.3.3. (Added) AFSPC organizations attached as tenant units are not responsible for writing a BSP/ESP, however, they must ensure they are included in the host BSPC process.

3.7.1. (Added) BSP/ESP approvals are delegated to the wing/installation commander. ESP approval requires coordination and approval of the lead wing or air force component commander.

3.8. **Plan Distribution.** Contact AFSPC/LCRDX upon completion of the IGESP part 1 and 2's. Send a copy to the respective NAF/A4 and AFSPC/LCRDX NLT 30 days of completion.

4.1. **Format.** AFSPC units must review and update IGESP Part 1 and 2 data on an annual basis. LOG-CAT is the preferred method, however, until the wing has the LOGCAT 3.0 system Fully Operational Capable (FOC), the minimum requirement to capture all IGESP Part 2 data is within Microsoft Word and distributed using the SIPRNET. FOC denotes the LOGCAT system upload is complete, password is issued, and the IGESP is automated and certified by the wing/installation commander.

4.3. **Specific Content Guidance.** When the IGESP Part 2 is determined IAW para **3.3.2.1. (Added)** - AFSPC bases must produce IGESP Part 2s to deconflict requirements, prioritize and elevate LIMFACs

that affect force deployment, reception, employment, and overall mission accomplishment, to include their respective in-place mission.

4.3.1. (Added) Initial IGESP Part 1 data will be posted to the EKB using the appropriate STEP module after the receipt of LOGCAT system User-ID Password with an FOC of June 2004. Automated IGESP Part 2 data should be posted to the EKB with an FOC of July 2005. Updates will be made IAW **paragraph 3.2.**

4.3.2. (Added) AFSPC units will have access to the LOGCAT unclassified and classified systems. The classified LOGCAT is the repository for all IGESP Part 2s, classified site surveys, and provides commanders information about worldwide locations.

4.3.3. (Added) The same unclassified LOGCAT username and password are used to access the Extensive Knowledge Base (EKB) at website: **https://ekb.mont.disa.mil/step/**

5.6. (Added) **Site Survey Request.**

Figure 5.3. (Added) SAMPLE FORMAT FOR SITE SURVEY SUPPORT REQUEST

MEMORANDUM FOR HQ AFSPC/LCR

FROM: Organization/CC

Organization Address (line 1)

Organization Address (line 1)

SUBJECT: Request for Site Survey Approval/Support

1. Request support in conducting a site survey at (installation) on (inclusive dates) for the purpose of (description of proposed activity).

2. Detailed site survey team information and logistics support requirements are as follows:

a. Name/grade of all site survey team members
        (1) Identify the senior ranking team member and POC

b. Proposed itinerary

c. Vehicle Support

d. Billeting requirements

e. Admin/conference support

f. Other pertinent information

3. Please direct questions to (requestor's name/rank, office symbol, telephone)

                                                Commander's Signature Block

cc:
(As Necessary)
Appropriate NAF/A3/A4
Requesting Unit's MSG/CC
Visiting Unit's MSG/CC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD10-4, *Operations Planning*

AFI 10-400, *Aerospace Expeditionary Force Planning*

AFI 10-403, *Deployment Planning and Execution*

Attachment 2

IC 2004 – 1 TO AFI10-404_AFSPCSUP1,
BASE SUPPORT AND EXPEDITIONARY SITE PLANNING

1 September 2004

SUMMARY OF REVISIONS

This interim change reflects AFSPC units reporting procedures of limiting factors. It includes Air Staff revision of AFI 10-404 dated 9 Mar 2004 and additions to AFSPC 10-404 Supplement 1, dated 2 February 2004. The term Base Support Plan (BSP) is replaced to In-Garrison Expeditionary Support Plan (IGESP) throughout the supplement.

2.9.2.1. (Added) Each installation must reallocate resources to alleviate shortfalls or LIMFACs. The redistribution authority rests at the MAJCOM level.

2.11.1. (Added) Units consider the most stringent requirements with respect to DW-coded assets and consider the vulnerabilities of DXX coded UTCs for AEF Deployments. Units will consider capabilities and limiting factors (LIMFACS) with respect to throughput/beddown activities for transient forces and include in-place mission impacts under all these conditions.

3.1.1. (Added) For contingency in-place requirements, functional experts will use the Air Force-Wide Unit Type Code Availability System (AFWUS), Functional Area Manager Letters, Status of Resources and Training Systems (SORTS), AEF Reporting Tool (ART), Unit Manning Document (UMD), AEF TPFDD Library, and other functional planning data necessary to determine mission breakpoints.

3.1.2. (Added) AFSPC units will review all taskings to include AEF DW_ posturing, In-Place requirements, and capabilities not tied to specific Unit Type Codes (UTCs) affecting overall mission accomplishment. Units must compare taskings, capabilities and formally document total mission shortfalls and limiting factors within the IGESP Part 2. The final IGESP Part 2 must be signed by the respective Wing CC.

3.1.3. (Added) AFSPC units are provided the flexibility to decide on the appropriate snapshot of the AEF TPFDD Library used for IGESPs.

3.3.2.1. (Added) AFSPC units through the In-Garrison Expeditionary Site Planning Committee (IGESPC) must assess the in-place mission with all respective taskings and determine an IGESP Part 2. The IGESPC must coordinate and document reviews of the unit's ability to perform the in-place mission under wartime conditions. The documented review must be certified by the wing/installation commander. If the docu-

mented review reveals an IGESP Part 2 is not necessary - post the certified letter IAW **1.6.** The OPRs to coordinate the IGESPC reviews, IGESP Part 1 and 2s are listed at **Table 2.1. (Added)**

3.3.2.2. (Added) AFSPC units will deconflict requirements competing for resources, validate and prioritize installation LIMFACs that affect force deployment, reception, employment and overall mission accomplishment. Unresolved issues will be reported in an IGESP Part 2.

3.3.2.3. (Added) AFSPC units will report limiting factors of any capabilities affecting the overall in-place mission through an IGESP Part 2. IGESP Part 2 reporting is mandatory for Peterson, Vandenberg, Patrick, and Buckley AFBs.

3.8. **Plan Distribution.** Contact AFSPC/LCRDX upon completion of the IGESP part 1 and 2's. Send a copy to the respective NAF/A4 and AFSPC/LCRDX NLT 30 days of completion.

4.1. **Format.** AFSPC units must review and update IGESP Part 1 and 2 data on an annual basis. LOGCAT is the preferred method, however, until the wing has the LOGCAT 3.0 system Fully Operational Capable (FOC), the minimum requirement to capture all IGESP Part 2 data is within Microsoft Word and distributed using the SIPRNET. FOC denotes the LOGCAT system upload is complete, password is issued, and the IGESP is automated and certified by the wing/installation commander.

4.3. Specific Content Guidance. When the IGESP Part 2 is determined IAW para **3.3.2.1. (Added)** - AFSPC bases must produce IGESP Part 2s to deconflict requirements, prioritize and elevate LIMFACs that affect force deployment, reception, employment, and overall mission accomplishment, to include their respective in-place mission.

4.3.1. (Added) Initial IGESP Part 1 data will be posted to the EKB using the appropriate STEP module after the receipt of LOGCAT system User-ID Password with an FOC of June 2004. Automated IGESP Part 2 data should be posted to the EKB with an FOC of July 2005. Updates will be made IAW **paragraph 3.2.**

4.3.2. (Added) AFSPC units will have access to the LOGCAT unclassified and classified systems. The classified LOGCAT is the repository for all IGESP Part 2s, classified site surveys, and provides commanders information about worldwide locations.

4.3.3. (Added) The same unclassified LOGCAT username and password are used to access the Extensive Knowledge Base (EKB) at website: **https://ekb.mont.disa.mil/step/**

5.5. Renumber to **5.6. (Added) Site Survey Request.**

Figure 5.2. Renumber to **Figure 5.3. (Added) SAMPLE FORMAT FOR SITE SURVEY SUPPORT REQUEST**

MEMORANDUM FOR HQ AFSPC/LCR

FROM: Organization/CC
           Organization Address (line 1)
           Organization Address (line 1)

SUBJECT: Request for Site Survey Approval/Support

1. Request support in conducting a site survey at (installation) on (inclusive dates) for the purpose of (description of proposed activity).

2. Detailed site survey team information and logistics support requirements are as follows:

a. Name/grade of all site survey team members
        (2) Identify the senior ranking team member and POC

b. Proposed itinerary

c. Vehicle Support

d. Billeting requirements

e. Admin/conference support

f. Other pertinent information

3. Please direct questions to (requestor's name/rank, office symbol, telephone)

Commander's Signature Block

cc:

(As Necessary)

Appropriate NAF/A3/A4

Requesting Unit's MSG/CC

Visiting Unit's MSG/CC

THOMAS F. DEPPE, Brig Gen, USAF
Director, Logistics and Communications